



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

May 13, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**PROBATION DEPARTMENT:
ADMINISTRATIVE OFFICE RENOVATION AND RECONFIGURATION,
ESTABLISH CAPITAL PROJECT AND
APPROVE APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 86965
(FOURTH DISTRICT) (3 VOTES)**

SUBJECT

Establish a new capital project for the refurbishment and reconfiguration of existing administrative office space at the Probation Department Headquarters Building to address a shortage of staff workstations.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State Guidelines section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Establish Capital Project No. 86965 for the refurbishment and reconfiguration of existing administrative office space at the Probation Department Headquarters Building to address a shortage of staff workstations.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

3. Approve the project budget of \$750,000 funded by prior year savings currently appropriated within the Extraordinary Maintenance Budget.
4. Approve the appropriation adjustment transferring \$750,000 from the Extraordinary Maintenance Budget to the Capital Projects/Refurbishments Budget - Capital Project No. 86965 to fund the project.

PURPOSE OF RECOMMENDED ACTION

Approval of these recommended actions will allow the refurbishment and reconfiguration of the Probation Department's Human Resources Management, Budget Services and Financial Services Offices within the Department's Headquarters Building, to maximize the use of existing space and to alleviate current crowded and inefficient workspace conditions.

The proposed project will create 27 additional workstations to accommodate pre-existing and additional administrative staff positions. Currently, staff are sharing cubicle space designed for one person. Two to three people are often sharing office space intended for one person. In some cases, managers are sharing space with subordinate staff, making privacy for managers non-existent. In some areas, circulation between workstations is so poor that staff cannot get up at the same time because there is no room to maneuver. The continued acquisition of more staff due to the workload makes it more difficult to accommodate them in the current conditions, which in turn delays hiring of additional staff. Furthermore, in 2006 the Department received funding for a net increase of seven (7) new administrative positions for the Human Resources Management Office. Six (6) of these positions have now been filled. These improvements are necessary to avoid further exacerbation of current crowded conditions.

The proposed project will alleviate the current crowded conditions and it will also allow the relocation of the Payroll Section to the Human Resources area. This move and the relocation of the Budget Services and Fiscal Services Units will permit the Department to comply with County guidelines for human resources functions.

The proposed project consists of the design, construction, and installation of new office furnishings, including the demolition and removal of existing partitions and walls to create open space for the installation of more efficient modular furniture systems. New carpet, paint, electrical and communication services will be provided to the areas where the new workstations will be installed. The project will be jointly managed by the Probation Department and the Internal Services Department (ISD). ISD will perform the space renovation and the modular furniture will be purchased from a County agreement vendor.

Green Building/Sustainable Design:

This project will support the Board's Policy for Green Building/Sustainable Design (GB/SD) to the extent feasible by using building materials and furnishings that are composed of recycled materials. The recycled demolition materials will include modular furniture and synthetic and natural fibers from old carpet. The use of recycled building materials and modular furniture supports the GB/SD Policy by reducing the amount of demolition materials that would be disposed in landfills; reducing the production of synthetic materials that contribute to carbon emissions; and reducing the consumption of natural resources.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goals of Fiscal Responsibility (Goal 4) and Organizational Effectiveness (Goal 3) by investing in infrastructure, which provides building renovations that will improve employee working conditions and enhance operations of the Probation Department's administrative staff.

FISCAL IMPACT/FINANCING

The total project cost estimate is \$750,000, which includes construction services, County services, Civic Art fee of one percent (1%), and the purchase and installation of modular furniture. The preparation of plans and specifications were previously completed in-house by the Probation Department's Facilities Planning staff.

The project is funded by prior year net County cost savings currently budgeted in the Extraordinary Maintenance Budget. These funds originated from departmental Operating Budget savings from Fiscal Year 2006-07. These savings were then budgeted in the Extraordinary Maintenance Budget and designated for facility repairs and/or renovations.

Approval of the attached appropriation adjustment will transfer \$750,000 from the Extraordinary Maintenance Budget to the Capital Projects/Refurbishments Budget under C.P. No. 86965, which will provide sufficient funding for the project.

The proposed project budget summary and project schedule are within Attachment A.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

As required by your Board, the proposed Project Budget includes one percent (1%) of the estimated design and construction costs to be allocated to the Civic Art Special Fund according to your Board's Civic Art Policy adopted on December 7, 2004. The

Civic Art fee is identified in the project budget summary and will be transferred to the Civic Art Special Fund in a forthcoming Board action.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt as specified in CEQA Guidelines section 15301(a) and Appendix G, Class 1 subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because it is limited to interior alterations to an existing structure involving no expansion of use beyond what previously existed.

CONTRACTING PROCESS

ISD will obtain professional refurbishment work through a Board-awarded Job Order Contract. The Probation Department will be charged with working with ISD's Purchasing and Central Services in issuing and managing the purchase order for the systems furniture package. This project does not need to be reviewed or approved by the Corrections Standards Authority.


IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services during the performance of the recommended refurbishment project.

CONCLUSION

Please return one adopted, stamped copy of this letter to the Chief Executive Office - Capital Projects Division, to the Probation Department, and to the Internal Services Department.

Respectfully submitted,

for 
WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RBT:SRH
DC:DL:JSE:DJT:TJ

c: Auditor-Controller
County Counsel
Probation Department
Internal Services Department

May 13, 2008

ATTACHMENT A

**REFURBISHMENT OF PROBATION DEPARTMENT ADMINISTRATIVE OFFICES
9150 E. IMPERIAL HIGHWAY, DOWNEY, CA 90242
CAPITAL PROJECT NO. 86965**

I. PROJECT SCHEDULE

Project Activity	Completion Date
Project Needs Assessment	03/21/07*
Plans and Specifications	11/30/07*
Refurbishment Bids and Award	06/15/08
Construction Substantial Completion Acceptance	11/15/08 12/15/08

*Indicates completed activity

ATTACHMENT A

**REFURBISHMENT OF PROBATION DEPARTMENT ADMINISTRATIVE OFFICES
9150 E. IMPERIAL HIGHWAY, DOWNEY, CA 90242
CAPITAL PROJECT NO. 86965**

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Plans and Specifications	-----
Construction	
Alterations	\$230,000
Communications	\$100,000
Carpet/Base	\$ 20,000
Change Orders	\$ 18,000
Civic Art Fee	\$4,000
County Services (ISD)	\$ 70,000
Furniture/Workstations	\$300,000
Miscellaneous Expenditures (Moving, etc.)	\$ 8,000
TOTAL	\$750,000

*The plans and specifications were provided by the Probation Department's Facilities Planning staff. The civic art fee was calculated by taking 1% of the base design and estimated construction cost. Figures have been rounded for budgetary purposes.

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S.
No. 060

MARCH 26, 2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2007-08

3 - VOTES

SOURCES

EXTRAORDINARY MAINTENANCE

A01-BS-2000-12810

Services and Supplies

DECREASE APPROPRIATION

\$ 750,000

USES

CAPITAL PROJECTS/REFURBISHMENTS

HR and Budget Office Remodel (4)

A01-CP-6014-65042-86965

Fixed Assets-Building and Improvements

INCREASE APPROPRIATION

\$ 750,000

JUSTIFICATION

Transfer of \$750,000 from the Extraordinary Maintenance Budget to the Capital Projects/Refurbishments Budget to fund project costs for the refurbishment and reconfiguration of existing administrative space within the Probation Department's HQ Building.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

Jan Takata
Jan Takata, Senior Manager, CEO

CHIEF EXECUTIVE OFFICER'S REPORT

51 MAY 13 2008

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR —

ACTION

APPROVED AS REQUESTED ✓

AS REVISED

✓ RECOMMENDATION

April 30 2008

John J. Edmister
CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER

BY

*Karen Shikuna*APPROVED (AS REVISED):
BOARD OF SUPERVISORS

20

NO.

210

April 16

20 08

BY

DEPUTY COUNTY CLERK

51 of MAY 13, 2008

SEND 6 COPIES TO THE AUDITOR-CONTROLLER